

Chapter 12 Fund Administrator Reports - Print Preview Window



Overview

The Fund Administrator (FA) module provides many reports for users with the necessary access. For most FA reports, when you make a selection from the **Reports** menu, a Report Criteria window will open. When you close the criteria window, the selected report will display in the Print Preview window. The Print Preview window allows you to view the report before actually printing it. User access to reports is defined on the FA User Maintenance window **Reports** access option. To view and print FA reports, users must have the **Reports Access** option assigned. Users with a **No Access Reports** setting cannot open reports.

No matter which report you open, the procedures for viewing and printing a report are the same. This chapter briefly describes each FA report, details the steps for viewing and printing reports, and discusses the options available for setting display preferences on the Print Preview window. The chapter also discusses sorting and filtering data on the Print Preview window and, for some reports, defining report criteria.

When you select certain reports from the **Reports** menu, a submenu will display. The submenu allows you to refine the data contained in the selected report before you open it. For example, for the Status of Funds Report, you can select detailed or summary format, sorted by OPTAR or OPTAR Name from the submenu.

To open the Print Preview window, select the desired report from the **Reports** menu. If the desired report has a submenu that allows you to categorize the report, select the desired submenu item.

Tip The **Reports** menu shown in Chapter 12 is for a non-DMLSS (Defense Medical Logistics Standard Support) configured FA connected to a FASTDATA Sybase database. Depending on your installation set-up, additional menu items can display. If you're DMLSS-configured, the **Cost Transfer Report** and **Cost Transfer Analysis Report** items will display; if you're connected to an Oracle database, vice Sybase, the **Transaction History Report**, **Liquidated Document Status Log**, and **Job Order Cost by Expense Element Report** items will display.

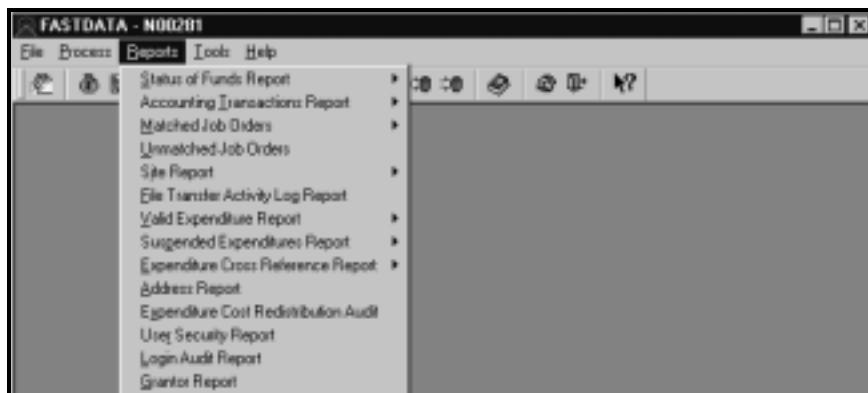


Figure 12.1
Reports Menu

Restrictions

- Only users with an FA User Maintenance window **Reports Access** level can view and print FA reports.
- An FA User Maintenance window **Reports** access level of **No Access** prevents a user from accessing the FA reports.

• *Print Preview Window and Toolbar*

The Print Preview window displays the report selected from the **Reports** menu. With the Print Preview window open, the **View** menu offers **Filter** and **Sort** options. Additionally, for certain reports, the **View** menu contains a **Criteria** option that allows you to further refine the data in the report. In addition to the windows used for filtering, the Print Preview window toolbar contains buttons that allow you to change display options, print the report, and save the report to a file.

Print Preview Window Options

- View and print FA reports
- Use Print Preview window toolbar buttons
- Define report criteria
- Filter report data
- Sort report data

■ *Steps for Viewing and Printing FA Reports*

1. Select the desired report from the **Reports** menu. If the desired report allows you to filter the report, such as by OPTAR or Local Code, select the desired submenu item.

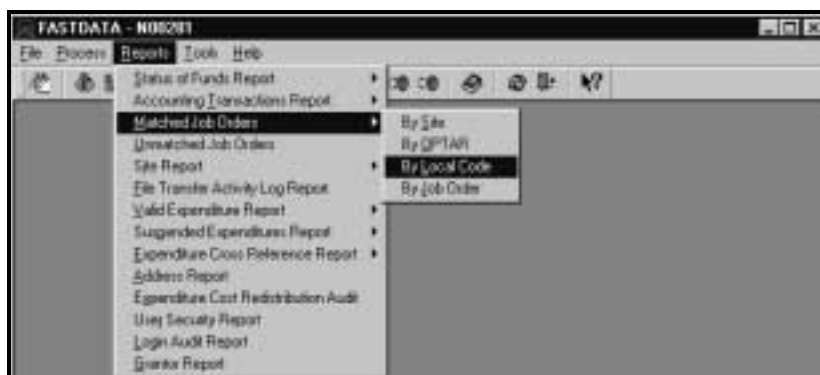


Figure 12.2
Selecting a
Report to
View and
Print

The Print Preview window will open, displaying the report you selected.

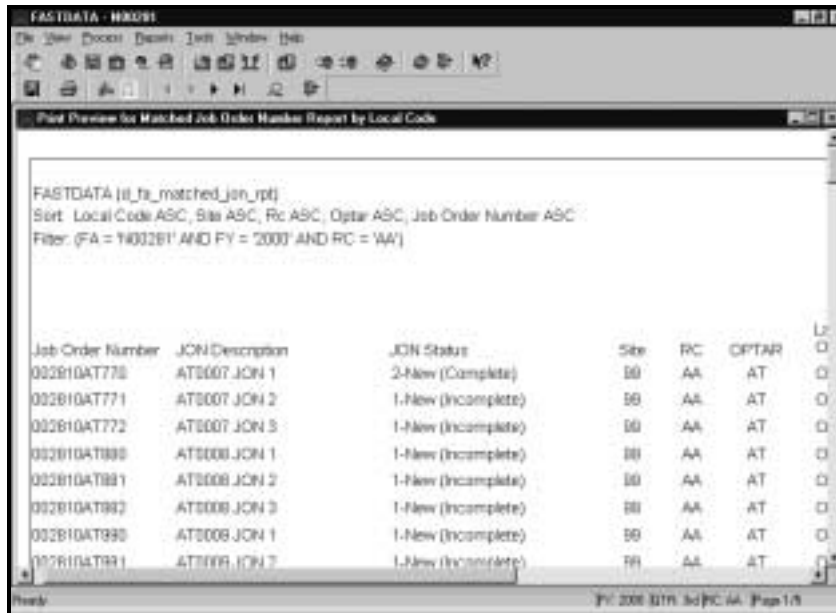


Figure 12.3
Print
Preview
Window

For most reports, the Report Criteria window will open automatically before the report displays, allowing you to define the display criteria. Steps for defining report criteria are explained in detail in a later section of this chapter. Enter the desired criteria and select the **OK** button to close the Report Criteria window and retrieve the selected report. If you select the **OK** button without specifying any criteria, the selected report will contain all available information. The Report Criteria window is not available for every FA report.

2. If desired, apply additional filtering criteria and sort preferences to the displayed report prior to printing it.

Refer to the applicable section of this chapter for details on using the Filter window and the Sort window.

3. Use the horizontal and vertical scrollbars on the Print Preview windows to change the view of the displayed report page.

Tip The scrollbars only allow you to scroll the displayed page. Use the VCR buttons to select a different page to view.

- If you wish to change the default settings for printing FA reports, select the **File** menu **Page Setup** item. The Page Setup window will open.

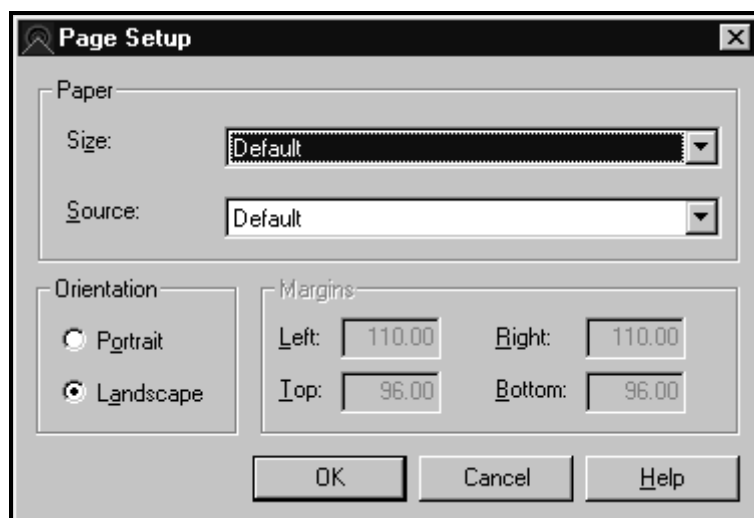


Figure 12.4
Page Setup
Window

- If you wish to print on a paper size other than 8.5" X 11", select the **Paper Size** drop-down arrow and select the size on which you wish to print.
- Select the **Paper Source** drop-down arrow to select a printer tray other than the default value.
- Select the desired **Orientation** radio button: **Portrait** or **Landscape**.
- When you've entered the desired page settings, select the **OK** button to close the Page Setup window.
- On the Print Preview window, select the **Print** toolbar button or select **Print** from the **File** menu to print the report.

If you wish to print the entire report, select the **Print** toolbar button. If you wish to print specific pages rather than the whole report, select the **File** menu **Print** item. The Print window will open and allow you to specify the page(s) you wish to print.

- Select the **Close** toolbar button or select **Close** from the **File** menu to close the Print Preview window.

Fund Administrator Reports

The following paragraphs contain brief summaries of each FA report, by category, along with samples of selected reports within each category. To open an FA report, select the desired item on the **Reports** menu and associated submenu, if applicable.

Status of Funds Reports

The Status of Funds Reports provide a report of the status of direct or reimbursable funds by operating target (OPTAR) ID or OPTAR Name. The reports can be displayed in detailed or summary format.

Status of Funds Report by OPTAR ID

Depending on your selection from the **Reports** menu **Status of Funds Report** submenu, the Status of Funds Report by OPTAR ID provides a detailed or summary report of the status of

direct or reimbursable funds by OPTAR ID within the active responsibility center (RC) and fiscal year. The detailed report provides totals for each individual authorization line within the OPTAR. The summary report provides summarized totals only for each OPTAR.

Print Preview for Status of Funds Report by OPTAR ID

FOR OFFICIAL USE ONLY

FASTDATA (4_step_funds_rpt)
 From: Open ASC, Auth ASC
 Filter: (FA = '00001' AND FY = '1999' AND RC = 'AA' AND Quarter = '1')

STATUS OF FUNDS REPORT - DETAILED

OPTAR: AT ATOS PLUS

Funding Limitation Designation	Auth	Labors	Percent	Ceiling	Annual Planning Figure	Current Obligated
AT ALL OTHER TRAVEL	AT0007	H	H	H	22900.00	2290
AT SUPPLY TRAVEL	AT0008	H	H	H	22900.00	2290
AT MEDICAL TRAVEL	AT0009	H	H	H	22900.00	2290
TOTAL YEAR 1999 OPTAR SIDE AT						
				OTHER	122900.00	12290
				LABOR	0.00	
				TOTAL	122900.00	12290

Figure 12.5
 Print Preview for
 Status of Funds
 Report by Detail
 OPTAR ID

Status of Funds Reports by OPTAR Name

Depending on your selection from the **Reports** menu **Status of Funds Report** submenu, the Status of Funds Report provides a detailed or summary report of the status of direct or reimbursable funds by OPTAR Name within the active RC and fiscal year. The detailed report provides totals for each individual authorization line within the OPTAR. The summary report provides summarized totals only for each OPTAR.

Print Preview for Status of Funds Summary Report by OPTAR Name

FOR OFFICIAL USE ONLY

FASTDATA (5_step_funds_summary)
 Set: FA ASC, Direct/Reimbursable ASC, Order Title Description ASC, Authorization ASC, Quarter ASC
 Filter: (FA = '00001' AND FY = '2000' AND Quarter = '1')

STATUS OF FUNDS REPORT - SUMMARY DIRECT

Description	Annual Planning Figure	Current
TOTAL FOR FISCAL YEAR 2000 OPTAR (AT) ATOS PLUS	\$120,800.00	\$
TOTAL FOR FISCAL YEAR 2000 OPTAR (FZ) ENGINEERING	\$190,800.00	\$
TOTAL FOR FISCAL YEAR 2000 OPTAR (XF) EXPRESS PURCHASE	\$260,800.00	\$
TOTAL FOR FISCAL YEAR 2000 OPTAR (FI) MRF	\$350,800.00	\$
TOTAL FOR FISCAL YEAR 2000 OPTAR (XX) NO DOWNLOAD	\$0.00	\$
TOTAL FOR FISCAL YEAR 2000 OPTAR (SC) SAFETY CENTER	\$120,800.00	\$
TOTAL FOR FISCAL YEAR 2000 OPTAR (SI) TRANSPORTATION	\$185,800.00	\$
TOTAL FOR FISCAL YEAR 2000 OPTAR (PVS) NON-BUS OPTAR TO MOVE	\$70,800.00	\$
TOTAL FOR FISCAL YEAR 2000 OPTAR (A1) ADMINISTRATION - C. HODDY	\$260,800.00	\$
TOTAL FOR FISCAL YEAR 2000 OPTAR (A2) SUPPLY - BARRY STONE	\$7,800.00	\$
TOTAL FOR FISCAL YEAR 2000 OPTAR (D1) OPH EQUIPMENT	\$190,800.00	\$
TOTAL FOR FISCAL YEAR 2000 OPTAR (FE) DIRECT DISBURSE	\$40,800.00	\$

Figure 12.6
 Print Preview for
 Status of Funds
 Report by Summary
 OPTAR Name

Accounting Transactions Reports

The Accounting Transactions Reports include the Current, First Prior Batch through the Fifth Prior Batch, and Suspended Accounting Transactions reports.

Current Accounting Transactions Report

The Current Accounting Transactions Report contains information on current (active) accounting transactions.

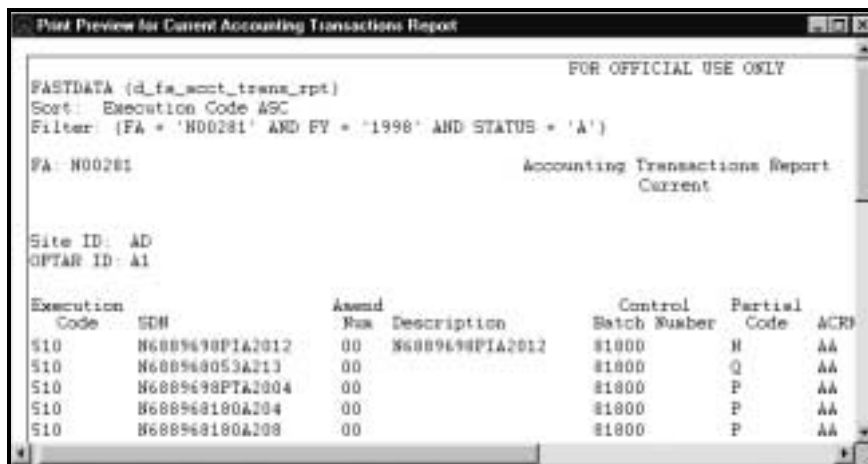


Figure 12.7
Print Preview for
Current Accounting
Transactions Report

First Prior Batch Accounting Transactions Report

The First Prior Batch Accounting Transactions Report contains information on the last exported accounting transaction batch file.

Second Prior Batch Accounting Transactions Report

The Second Prior Batch Accounting Transactions Report contains information on the second to the last exported accounting transaction batch file.

Third Prior Batch Accounting Transactions Report

The Third Prior Batch Accounting Transactions Report contains information on the third to the last exported accounting transaction batch file.

Fourth Prior Batch Accounting Transactions Report

The Fourth Prior Batch Accounting Transactions Report contains information on the fourth to the last exported accounting transaction batch file.

Fifth Prior Batch Accounting Transactions Report

The Fifth Prior Batch Accounting Transactions Report contains information on the fifth to the last exported accounting transaction batch file.

Suspended Accounting Transactions Report

The Suspended Accounting Transactions Report contains information on suspended accounting transactions.



Print Preview for Suspended Accounting Transactions Report

FOR OFFICIAL USE ONLY

FASTDATA (d1_fa_susp_trans_rpt)

Sort: SRA ASC, RC ASC, OPTAR ASC, Executive Code ASC, SRA ASC, RRA ASC

Filter: (FA = 'N88201' AND FY = '2006' AND STATUS = 'S')

FA: N88201

Accounting Transactions Report
Suspended

Exec Code	SDN	Amount	Description	Contract	Partial	
540	N88100000CAF291	00		01000		#
540	N88100000CAF292	00		01000		#
540	N88100000CAF293	00		01000		#
540	N88100000CAF294	00		01000		#
540	N88100000CAF295	00		01000		#

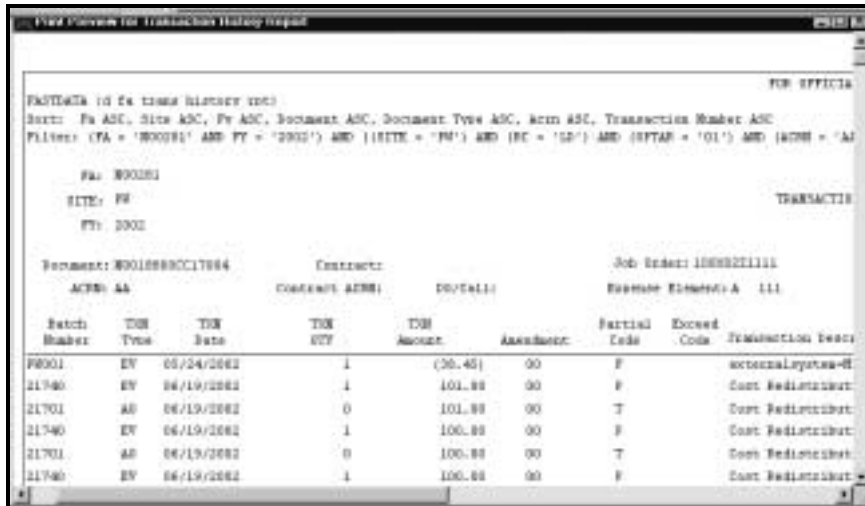
Subtotal for Executive Code S:

Total for OPTAR Code AF:

Figure 12.8
Print Preview for
Suspended Accounting
Transactions Report

Transaction History Report

The Transaction History Report provides a complete history of all transactions for a specific DCN and ACRN. This report is only available to Oracle® database users.



Print Preview for Transaction History Report

FOR OFFICIAL USE ONLY

FASTDATA (d1_fa_trans_history_rpt)

Sort: FA ASC, SITE ASC, FY ASC, Document ASC, Document Type ASC, Acct ASC, Transaction Number ASC

Filter: (FA = 'N88201' AND FY = '2002') AND (SITE = 'N') AND (RC = '10') AND (OPTAR = '01') AND (RRA = 'A')

FA: N88201

SITE: N

FY: 2002

Document: N88100000CAF294

Contract: 0000000000000000

Job Order: 1000000000000000

ACRN: AA

Contract ACRN: 0000000000000000

Revenue Element: A 111

Batch	TRN	TRN	TRN	TRN	Amount	Amount	Partial	Excess	Transaction
Number	Type	Date	CTY	Account			Code	Code	Year
P0001	EV	05/24/2002	1	(30.45)	00		F		acronaloyates-0
21740	EV	06/19/2002	1	101.00	00		F		Cost Redistribution
21701	AF	06/19/2002	0	101.00	00		T		Cost Redistribution
21740	EV	06/19/2002	1	100.00	00		F		Cost Redistribution
21701	AF	06/19/2002	0	100.00	00		T		Cost Redistribution
21740	EV	06/19/2002	1	100.00	00		F		Cost Redistribution

Figure 12.9
Print Preview for
Transactions History
Report

Liquidated Document Status Log Report

The Liquidated Document Status Log Report provides information by DCN and ACRN on the effects of liquidation on commitments, obligation, and receipts as calculated by subsequent detail transactions. The report includes Commitment, Obligation, Receipt, and Expenditure amounts. This report is only available to Oracle® database users.

Print Preview for Liquidated Document Status Log Report

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PRINTING (id fa lis doc status log)

Sort: Fa ASC, Pr ASC, Site ASC, Rr ASC, Status ASC, Document Number ASC, Acra ASC

Filter: (FA = '00001' AND FY = '2002') AND ((SITE = 'PR') AND (DC = '10') AND (OPTAR = '01') AND (ACRN = '1'))

FA: 00001

SITE: PR

FY: 2002

DC: 10 OPTAR: 01 TEST OPTAR:

Direct/Reimbursable: D

Document Number	ACTN	Job Order Number	EXP FILE	Object Class	Commitment Amount	Obligation Amount	Receipt Amount
000100001004	AA	1000021111	A	111	0.00	0.00	0.00
000100001005	AA	1000021111	F	220	0.00	0.00	0.00
000100001006	AA	1000021111	F	220	0.00	0.00	0.00
000100001007	AA	1000021111	S	330	0.00	0.00	0.00
000100001008	AA	1000021111	Q	252	0.00	0.00	0.00
000100001009	AA	1000021111	Z	113	0.00	0.00	0.00
000100001010	AA	1000021111	D	210	0.00	0.00	0.00

Figure 12.10
Print Preview for
Liquidated Document
Status Log Report

Matched Job Order Number Reports

Depending on which report you select, the Matched Job Order Reports list job orders (JONs) within the active fiscal year and FA that have an authorization code by site, OPTAR, JON, or local code.

Matched Job Order Number Report by Site, Matched Job Order Number Report by OPTAR, Matched Job Order Number Report by Local Code, and Matched Job Order Number Report by Job Order Number

The Matched Job Order Report by Site lists JONs that have an authorization code for the selected site within the active fiscal year and FA. The Matched Job Order Report by OPTAR lists JONs that have an authorization code for the selected OPTAR within the active fiscal year and FA. The Matched Job Order Report by Local Code lists JONs that have an authorization code with the selected Local Code within the active fiscal year and FA. The Matched Job Order Report by JON lists all JONs within the active fiscal year and FA that have an authorization code. The reports include Labor and Other Cumulative and Total costs for each JON.

Print Preview for Matched Job Order Number Report by Job Order

FASTDATA (d) to matched job ord

Sort: Job Order Number ASC

Filter: (FA = 'N00001' AND FY = '2000')

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UNMATCHED JOB ORDE

Job Order Number	Job Description	Job Status	SC	RC	OPTAR	System	Appropriation	Chargeable	Cost	STG	SP
0000000001	MISC SUPPLIES	New (Incomplete)	00	FF	AF		0000	0000			
0000000002	CRIST CARDS	New (Incomplete)	00	FF	AF		0000	0000			
0000000003	MONITOR	New (Incomplete)	00	FF	AF		0000	0000			
0000000004	LAB ADMIN	New (Incomplete)	00	FF	AF		0000	0000			
0000000005	ELECTRICITY	New (Incomplete)	00	FF	AF		0000	0000			
0000000006	WATER	New (Incomplete)	00	FF	AF		0000	0000			
0000000007	HAZARDOUS WASTE CONTRACTS	New (Incomplete)	00	FF	AF		0000	0000			
0000000008	HAZARDOUS WASTE TREATMENT	New (Incomplete)	00	FF	AF		0000	0000			
0000000009	HAZARDOUS WASTE TREATMENT	New (Incomplete)	00	FF	AF		0000	0000			
0000000010	HAZARDOUS WASTE TREATMENT	New (Incomplete)	00	FF	AF		0000	0000			
0000000011	HAZARDOUS WASTE TREATMENT	New (Incomplete)	00	FF	AF		0000	0000			
0000000012	HAZARDOUS WASTE TREATMENT	New (Incomplete)	00	FF	AF		0000	0000			
0000000013	MISCELLANEOUS EQUIPMENT	New (Incomplete)	00	FF	AF		0000	0000			
0000000014	MISCELLANEOUS EQUIPMENT	New (Incomplete)	00	FF	AF		0000	0000			
0000000015	MISCELLANEOUS EQUIPMENT	New (Incomplete)	00	FF	AF		0000	0000			
0000000016	MISCELLANEOUS EQUIPMENT	New (Incomplete)	00	FF	AF		0000	0000			
0000000017	MISCELLANEOUS EQUIPMENT	New (Incomplete)	00	FF	AF		0000	0000			
0000000018	MISCELLANEOUS EQUIPMENT	New (Incomplete)	00	FF	AF		0000	0000			
0000000019	MISCELLANEOUS EQUIPMENT	New (Incomplete)	00	FF	AF		0000	0000			
0000000020	MISCELLANEOUS EQUIPMENT	New (Incomplete)	00	FF	AF		0000	0000			

Figure 12.11
Print Preview for
Matched Job Order
Number Report by
Job Order Number

Unmatched Job Order Number Report

The Unmatched Job Order Number Report lists JONs for the current fiscal year and FA that have no associated OPTAR.

Print Preview for Unmatched Job Order Number Report

FASTDATA (d) to unmatched job ord

Sort: Job Order Number ASC

Filter: (FA = 'N00001' AND FY = '2000')

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UNMATCHED JOB ORDE

Job Order Number	Job Order Number Description	JON Status	SC	Appropriation
0000000001		New (Incomplete)	00	0000

Figure 12.12
Print Preview for
Unmatched Job Order
Number Report

Site Reports

The Site reports provide information on the sites for the current FA. Available reports are the Site Report by OPTAR ID and by OPTAR Name.

Site Report by OPTAR ID and Site Report by OPTAR Name

The Site Reports contain site ID and name, station use code, and other data associated with the site, including document serial range assignments, obligations, encumbered and Inventory Issued amounts (for DMLSS FA's), available balances, and other site details, such as whether the site is locked.



Print Preview for Site Report by OPTAR Name

FASTDATA (S_fa_ssr_rpt) FOR OFFICIAL USE ONLY
 Sort: SSy ASC, Title ASC, Fy ASC, Authorization ASC, Jcn ASC
 Filter: (FA = 1600281) AND (FY = 2003) AND (Quarter = 3)

SITE REPORT

Site SS	Name	OTHER INBOUND	Station Use	N
RC: AA	OPTAR: AT	Title: ATOG PLUS		
Authorization:	AT0007	Authorization Title: AT - ALL OTHER TRAVEL	Qty:	\$15
Fenced: N	Coding: N	Labor: N		
JCN	Description	Cost Account Code	Chargeable	
002818ATT10	AT8007 JCN 1	AB05	00055	
002818ATT11	AT8007 JCN 2			
002818ATT12	AT8007 JCN 3			
002818R8901	AT8007 JCN 1			
002818PWH04	MLR			
002818PWH12	MLR			

Figure 12.13
Print Preview for Site Report by OPTAR Name

File Transfer Activity Log Report

The File Transfer Activity Log Report is a record of import and export actions for the current FA and fiscal year. The report includes import and export actions to and from sites and STARS-FL. For each file transfer, the report identifies the file name, the database user ID of the user who imported or exported the file, the size of the file, and the file destination. The report provides information on file export activities first, followed by information on file imports.



Print Preview for File Transfer Activity Log Report

FASTDATA (S_fa_transfer_activity_log_rpt) FOR OFFICIAL USE ONLY
 Sort: As Filed ASC
 Filter: (FA = 1600281) AND ((FROM DATE = 10/01/2003) AND (TO DATE = 09/30/2004))

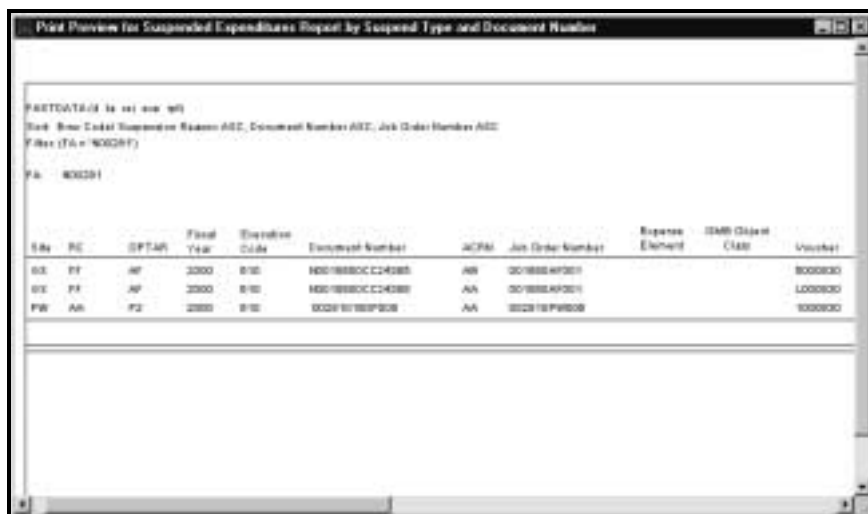
FA: 1600281 File Transfer Activity Log Report

Exported Files	File Name	Date Processed	Batch Number	Database User ID
Transfer Activity				
External File	AC402000 99 Legacy Data	11/01/13:22:00	99AC4001	01-2 Upd
External File	AC602000 99 Legacy Data	11/01/13:22:00	99AC6001	01-2 Upd
External File	AC502000 99 Legacy Data	11/01/13:22:00	99AC5001	01-2 Upd
External File	AC802000 99 Legacy Data	11/01/13:22:00	99AC8001	01-2 Upd
External File	ACT02000 99 Legacy Data	11/01/13:22:00	99ACT001	01-2 Upd
External File	AC002000 99 Legacy Data	11/01/13:22:04	99AC0001	01-2 Upd
External File	AC602000 PW Legacy Data	11/10/13:51:58	PWAC6001	01-2 Upd
External File	AC502000 PW Legacy Data	11/10/13:51:57	PWAC5001	01-2 Upd
External File	AC802000 99 Legacy Data	11/10/13:12:18	99AC8001	01-2 Upd
External File	AC202000 99 Legacy Data	11/10/13:12:18	99AC2001	01-2 Upd
External File	AC402000 PW Legacy Data	11/10/13:12:33	PWAC4001	01-2 Upd
External File	AC602000 PW Legacy Data	11/10/13:12:33	PWAC6001	01-2 Upd
External File	AC002000 PW Legacy Data	11/10/13:12:33	PWAC0001	01-2 Upd
External File	ACT02000 PW Legacy Data	11/10/13:12:33	PWACT001	01-2 Upd

Figure 12.14
Print Preview for File Transfer Activity Log Report

Suspended Expenditures Report by Document Number, by Job Order Number, by Suspend Type and Document Number, and by Suspend Type and Job Order Number

The Suspended Expenditures Report lists expenditures that were suspended either during the expenditure import from the official accounting system or that were suspended manually. The submenu lets you sort the report data by document number, JON, suspend type and document number, or suspend type and JON.



Print Preview for Suspended Expenditures Report by Suspend Type and Document Number

FASTDATA is not over 90

Sort: Show Detail Suspended Reason ASC, Document Number ASC, Job Order Number ASC
Filter: (FA = N00281)

FA: N00281

Sys	FC	OPTAR	Fiscal Year	Expend Code	Expend Number	ACPA	Job Order Number	Expense Element	DMB Object Class	Voucher
03	FF	AF	2000	010	N00188800C24085	AA	00188849201			8000000
03	FF	AF	2000	010	N00188800C24086	AA	00188849201			1000000
PW	AA	72	2000	010	000191800P008	AA	00019180008			8000000

Figure 12.16
Print Preview for
Suspended
Expenditures Report by
Suspend Type and
Document Number

Expenditure Cross Reference Reports

The Expenditure Cross Reference Report contains summary information on imported STARS-FL expenditure batch files, with cross references to the associated sites. Report data is sorted either by site batch or accounting batch.

Expenditure Cross Reference Report by Site Batch and by Accounting Batch

The Expenditure Cross Reference Report contains summary information on all accounting system expenditure imported batches with a cross reference of all resulting exports to affected sites. The submenu lets you sort the report by site batch or accounting batch.



Print Preview for Expenditure Cross Reference Report by Accounting Batch

FASTDATA is not over 90

Sort: Accounting Batch Number ASC, Site Code ASC
Filter: (FA = N00281)

FA: N00281

Expenditure Cross Reference Report

Accounting Batch Number	Acct. Expend Count	Accounting Amount Paid/Collected	Date Received By FA	Week Ending Date	Site Code	Site Batch	Fiscal Year
00001 0001	30	\$24,548.00	15JUN2000	07MAR2000	99	9900	
Subtotal for Batch 00001 0001							
00004 0002	30	\$17,948.00	15JUN2000	30JUN2000	99	9904	
Subtotal for Batch 00004 0002							
00001 0003	30	\$17,948.00	15JUN2000	01JUL2000	AD	AD001	
Subtotal for Batch 00001 0003							
Subtotal for Batch 00001 0003							

Figure 12.17
Print Preview for
Expenditure Cross
Reference Report by
Accounting Batch

Address Report

The Address Report contains the names and addresses of OPTAR holders that have been entered using the FASTDATA FA module Address Book window.



Figure 12.18
Print Preview for
Address Report

Expenditure Cost Redistribution Audit Report

The Expenditure Cost Redistribution Audit Report provides information on expenditure costs that have been transferred to other documents/ACRNs.

Print Preview for Expenditure Cost Redistribution Audit Report														
PATENTARY (a_exp_jar_indo_jar_20)					FOR OFFICIAL USE ONLY									
Item: From Don AGC, From Item AGC, From Jan AGC, Distribution Group AGC														
Filter: (F.A. = AGC) (Y)														
F.A. 00000					Expenditure Cost Redistribution Audit Report									
Transfer From					Transfer To									
DCN	ACRS	JCN	Quantity	Amount	Factor	FC	OFFNO	UTL	Quantity					
000001000000	AA	0000000000	1	10.00	0	AA	P1	PA						
							000000000000	AA	0000000000					
							000000000000	AA	0000000000					
							Transferred To Subtotal							
000001000000	AA	0000000000	1	10.00	0	AA	P1	PA						
							000000000000	AA	0000000000					
							000000000000	AA	0000000000					
							Transferred To Subtotal							
000001000000	AA	0000000000	1	10.00	0	AA	P1	PA						
							000000000000	AC	0000000000					
							Transferred To Subtotal							
000001000000	AA	0000000000	1	10.00	0	AA	P1	PA						
							000000000000	AC	0000000000					
							000000000000	AA	0000000000					
							Transferred To Subtotal							
000001000000	AA	0000000000	1	10.00	0	AA	P1	PA						
							000000000000	AA	0000000000					

Figure 12.19
Print Preview for
Expenditure Cost
Redistribution Audit
Report

User Security Report

The User Security Report provides information on all users under the currently selected FA activity for the FASTDATA session. The report includes each user's ID, database user ID, and security access information for the FA and Site applications.

Print Preview for User Security Report

FASTDATA ID: fa_security_rpt
 Set: User ID ASC
 Filter: (FA = 'FA000001')

FOR OFFICIAL USE ONLY

User Security Report

User ID	FA	Users	Sites	Funds	Job Orders	Expenditures	Expos	Imports
FAUSER	Update	Update	Update	Update	Update	Update	Access	Access
	Add Document	Modify Document	Print Document	Receipt Export	Import/Export	System Utility	Reports	Cost Report
	No Site Access Available							
LARNA	No Access	No Access	No Access	No Access	No Access	No Access	No Access	No Access
	Add Document	Modify Document	Print Document	Receipt Export	Import/Export	System Utility	Reports	Cost Report
	No Site Access Available							
LARFPM	No Access	No Access	No Access	No Access	No Access	No Access	No Access	No Access
	Add Document	Modify Document	Print Document	Receipt Export	Import/Export	System Utility	Reports	Cost Report
	No FA Access Available							

Figure 12.20
Print Preview for User Security Report

Login Audit Report

The Login Audit Report provides a listing of all user attempts to log into the FA application for the past year. The report includes remarks indicating whether a listed login attempt was successful.

Print Preview for Login Audit Report

FASTDATA ID: fa_login_audit_rpt
 Set: Database User ID ASC, DateTime ASC
 Filter: (FA = 'FA000001')

FOR OFFICIAL USE ONLY

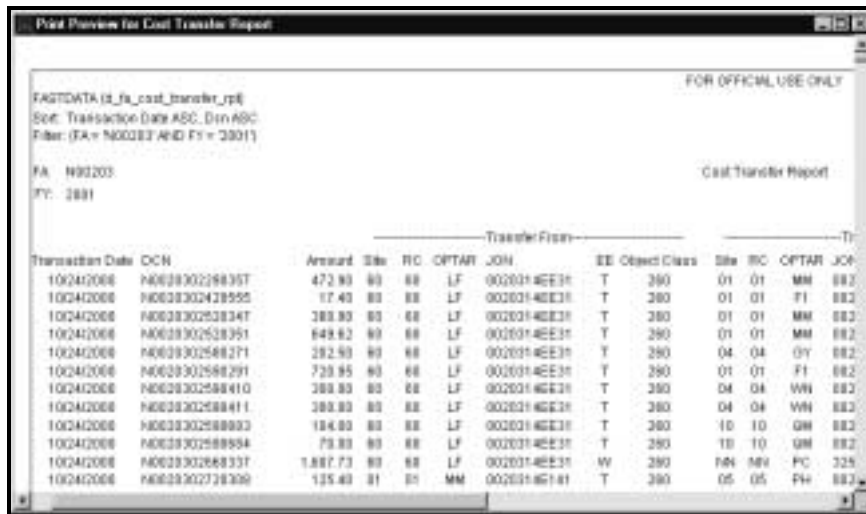
Login Audit Report

Database User ID	DateTime	Remarks
FAUSER	2009/08/17 12:37:44	SQLSTATE = 28000[Microsoft][ODBC Driver] invalid user authentication
FAUSER	2009/08/17 12:31:36	SQLSTATE = 28000[Microsoft][ODBC Driver] invalid user authentication
FAUSER	2009/08/17 12:32:09	Expired Password attempted with a new password entered properly
FAUSER	2009/08/17 12:31:16	Successful connection into FASTDATA FA Module
FAUSER	2009/08/17 12:13:00	SQLSTATE = 28000[Microsoft][ODBC Driver] invalid user authentication
FAUSER	2009/08/17 12:05:11	Successful connection into FASTDATA FA Module
FAUSER	2009/08/17 12:07:29	Successful connection into FASTDATA FA Module
FAUSER	2009/08/17 12:31:00	Successful connection into FASTDATA FA Module
FAUSER	2009/08/17 12:25:31	Successful connection into FASTDATA FA Module

Figure 12.21
Print Preview for Login Audit Report

Cost Transfer Report

The Cost Transfer Report provides a listing of all cost transfers for the current fiscal year. The report is available only to DMLSS-configured FAs.



Print Preview for Cost Transfer Report

FOR OFFICIAL USE ONLY

FASTDATA (d_fa_cost_transfer_rpt)
 Sort: Transaction Date ASC, Doc ASC
 Filter: (FA = 'N00203' AND FY = '2001')

FA: N00203
 FY: 2001

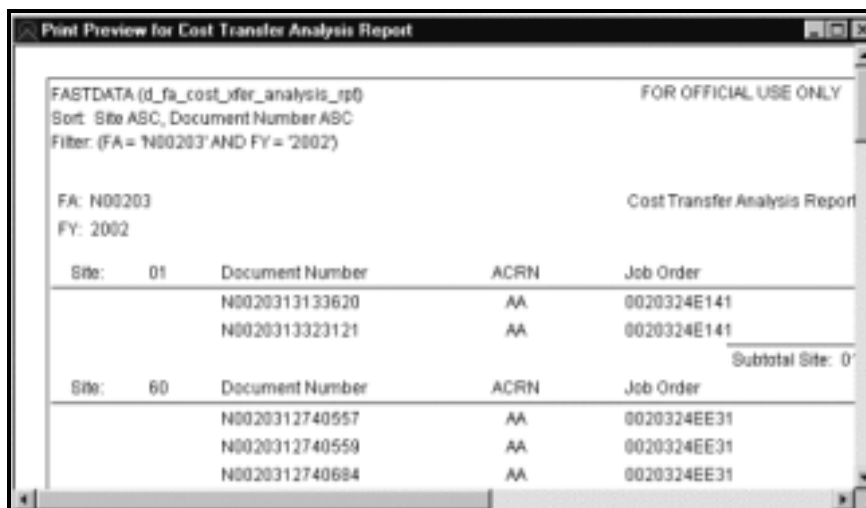
Cost Transfer Report

Transaction Date	CCN	Amount	Site	RC	OPTAR	JOB	EE	Object Class	Site	RC	OPTAR	JOB
10/24/2000	N002030228835T	472.80	00	00	LF	0020314EE31	T	280	01	01	MM	002
10/24/2000	N0020302428555	17.40	00	00	LF	0020314EE31	T	280	01	01	FI	002
10/24/2000	N002030250334T	388.80	00	00	LF	0020314EE31	T	280	01	01	MM	002
10/24/2000	N002030250395T	648.82	00	00	LF	0020314EE31	T	280	01	01	MM	002
10/24/2000	N0020302588271	282.50	00	00	LF	0020314EE31	T	280	04	04	OY	002
10/24/2000	N0020302588291	720.85	00	00	LF	0020314EE31	T	280	01	01	FI	002
10/24/2000	N0020302588410	388.80	00	00	LF	0020314EE31	T	280	04	04	WN	002
10/24/2000	N0020302588411	388.80	00	00	LF	0020314EE31	T	280	04	04	WN	002
10/24/2000	N0020302588800	184.80	00	00	LF	0020314EE31	T	280	10	10	GN	002
10/24/2000	N0020302588854	70.80	00	00	LF	0020314EE31	T	280	10	10	GN	002
10/24/2000	N002030268833T	1,887.73	00	00	LF	0020314EE31	W	280	FA	FA	PC	325
10/24/2000	N0020302728300	125.40	01	01	MM	0020314EE31	T	280	05	05	FA	002

Figure 12.22
 Print Preview for
 Cost Transfer Report

Cost Transfer Analysis Report

The Cost Transfer Analysis Report allows the user to analyze variances between actual expenditures and cost transfer. The report is available only to DMLSS-configured FAs.



Print Preview for Cost Transfer Analysis Report

FOR OFFICIAL USE ONLY

FASTDATA (d_fa_cost_xfer_analysis_rpt)
 Sort: Site ASC, Document Number ASC
 Filter: (FA = 'N00203' AND FY = '2002')

FA: N00203
 FY: 2002

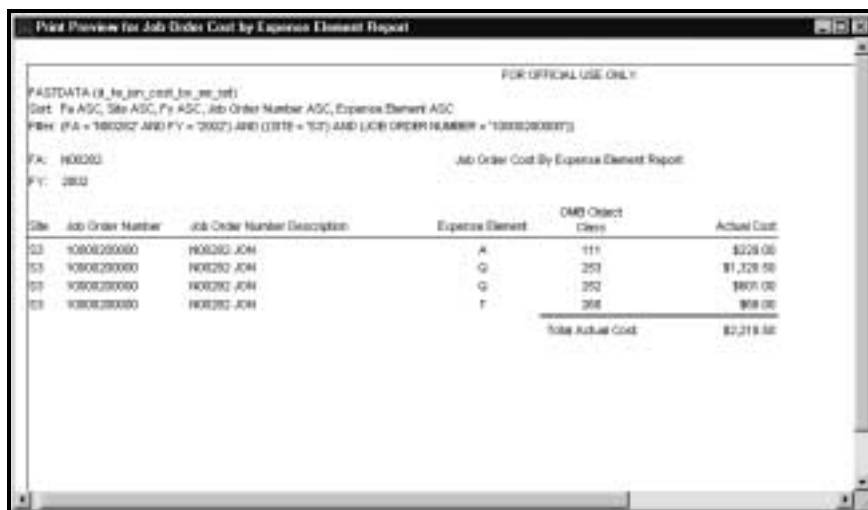
Cost Transfer Analysis Report

Site	Document Number	ACRN	Job Order
01	N0020313133620	AA	0020324E141
	N0020313323121	AA	0020324E141
	Subtotal Site: 01		
60	N0020312740557	AA	0020324EE31
	N0020312740559	AA	0020324EE31
	N0020312740684	AA	0020324EE31

Figure 12.23
 Print Preview for
 Cost Transfer
 Analysis Report

Job Order Cost By Expense Element Report

The Job Order Cost By Expense Element Report provides a listing, for the current FA and fiscal year, grouped by site, of all expense element(s) associated with a specific job order, and their actual costs. You will not have access to the report unless you're connected to the FASTDATA Oracle® database and have existing sites.



Print Preview for Job Order Cost by Expense Element Report

FASTDATA (9, fa_jon_cost_elm, job)

FOR OFFICIAL USE ONLY:

Sort: Fa ASC, Site ASC, Jo ASC, Job Order Number ASC, Expense Element ASC

Filter: (FA = '100000' AND FY = '2002') AND (SITE = '10') AND (JOB ORDER NUMBER = '1000000000')

FA: 100000

FY: 2002

Job Order Cost By Expense Element Report:

Site	Job Order Number	Job Order Number Description	Expense Element	DMD Object Class	Actual Cost
03	1000000000	100000 JOH	A	111	\$228.00
03	1000000000	100000 JOH	G	250	\$1,328.50
03	1000000000	100000 JOH	G	252	\$800.00
03	1000000000	100000 JOH	F	268	\$08.00
Total Actual Cost:					\$2,318.50

Figure 12.24
Print Preview for
Job Order Cost By
Expense Element
Report

Grantor Report

The Grantor Report provides information on the grantors for the current FA. The report is sorted by segment number, DCN, and ACRN.



Print Preview for Grantor Report

FASTDATA (9, grantor, rpt)

FOR OFFICIAL USE ONLY:

Sort: Segment Number ASC, Grantor Site ASC, ACRN ASC

Filter: (FA = '100000' AND FY = '2002')

FA: 100000

FY: 2002

Segment Number	Grantor DCN	ACRN	Numberable Source	Funding Code	Appropriation	Sub Fund
1004	10000000000000	00	0 - Non-Federal Source Collected to Admstrs			
	Job Order	JOH Description	EC	EPFAS	Use	Label
						\$0.00
1004	10000000000000	00	0 - Funded Non-Federal Source			
	Job Order	JOH Description	EC	EPFAS	Use	Label
	1000000000	10000000000000 JOH	00	EPFAS	Use	\$0.00
1004	10000000000000	00	0 - Funded Other Federal Account	4 - None		1004

Figure 12.25
Print Preview for
Grantor Report

■ Using Print Preview Toolbar Buttons

The Print Preview window toolbar provides shortcuts to **File** and **View** menu options for changing the window display, saving the report, and printing the report.

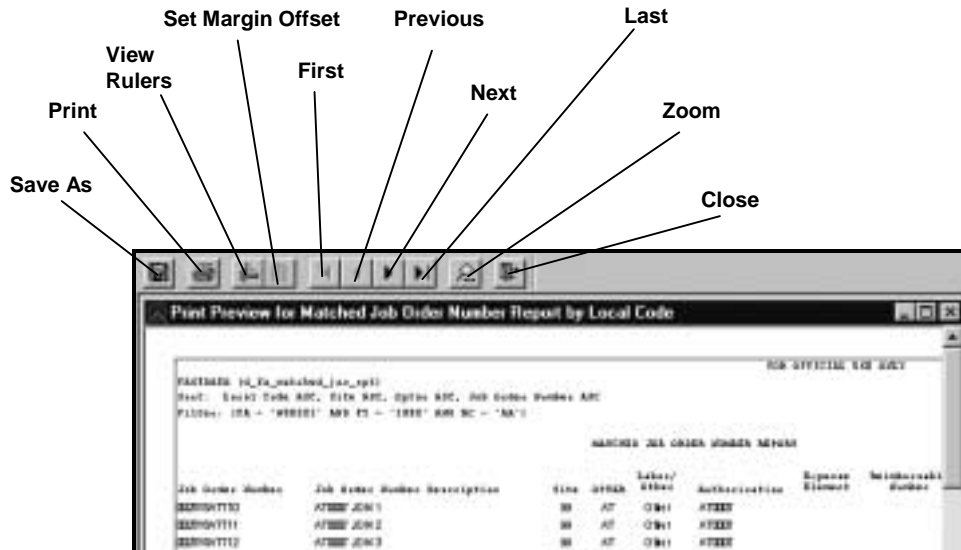


Figure 12.26
Print Preview
Toolbar
Buttons

Save As

Select this button to open the Save As window. Select the file and folder in which you wish to save the report, enter the **File name**, and select the **Save** button to save the displayed report as a file. The **Save As** option is also available from the **File** menu.

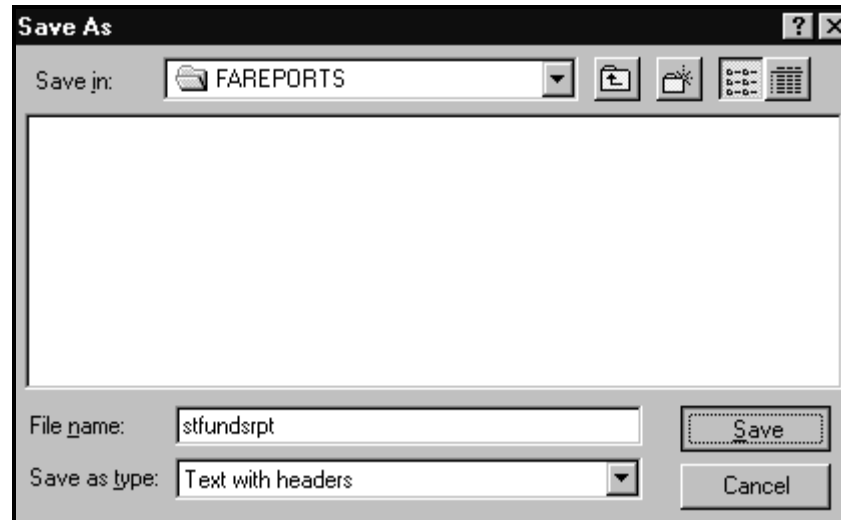


Figure 12.27
Save As
Window

Print

Select this button to print the report displayed in the Print Preview window. The **File** menu **Print** option will open the Print dialog window, allowing you to print specific pages of the report.

View Rulers

Select this button to switch the display of the Print Preview window rulers on or off. If the rulers are displayed when you select this button, they will disappear; if the rulers are not displayed when you select this button, the rulers will display. The **Ruler** option is also available from the **View** menu.

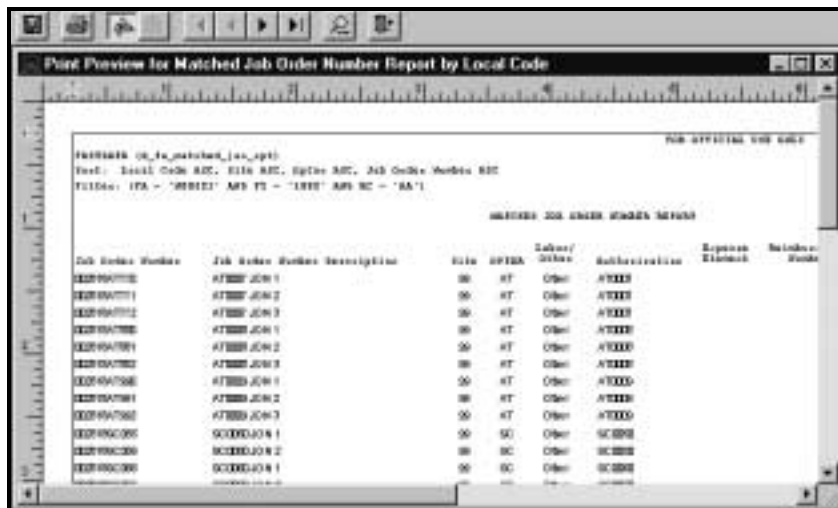


Figure 12.28
Report Preview
Window with
Rulers
Displayed

Set Margin Offset

Select this button to widen the margins. The wider margin allows for the punching of holes on the printed report if you wish to put the printed document in a binder. For portrait orientation, selecting this button will increase the left margin; for landscape, the top margin will increase. The **Margin Offset** option is also available from the **View** menu.

First

Select this button to access the first page of the displayed report. This option is also available from the **View** menu.

Previous

Select this button to access the previous page of the displayed report. This option is also available from the **View** menu.

Next

Select this button to access the next page of the displayed report. This option is also available from the **View** menu.

Last

Select this button to access the last page of the displayed report. This option is also available from the **View** menu.

Zoom

Select this button to open the Zoom window. Select the desired magnification from the **Zoom To** list or use the **Percent** spin buttons to change the degree of magnification of the displayed report. The Print Preview window will allow you to view your change instantaneously. Select the **Apply** button to view your change without closing the Zoom window or select the **OK** button to close the Zoom window. The **Zoom** option is also available from the **View** menu.

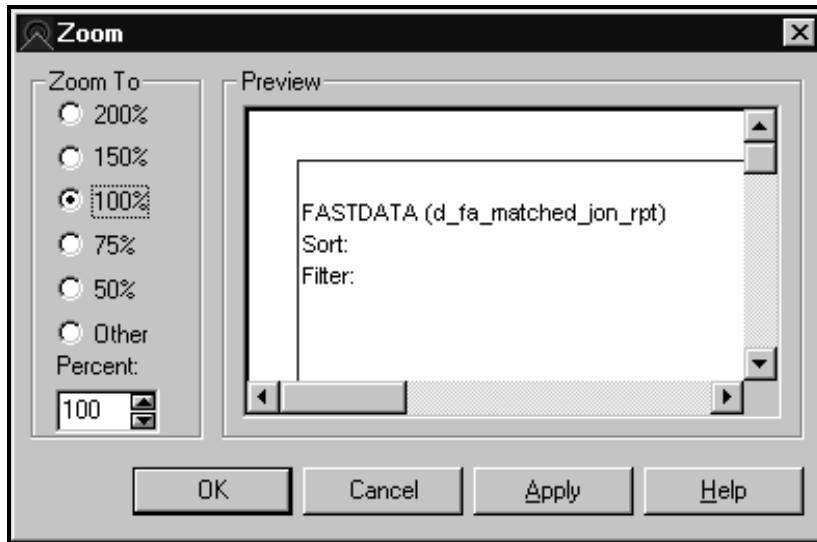


Figure 12.29
Zoom Window

Close

Select this button to close the Print Preview window. The **Close** option is also available from the **File** menu.

■ Steps for Defining Report Criteria

The Report Criteria window opens automatically when you open most FASTDATA reports. You can also open this window, when available, by selecting the **View** menu **Criteria** item from the Print Preview window. Use the Report Criteria window to limit the data contained in the selected report.

1. Select the desired report criteria from the available drop-down lists. Available lists depend on the report you're opening.



Figure 12.30
Entering
Report
Criteria Data

In the example shown, the user has selected site ID **99** from the **Site** drop-down list. When the Report Criteria window closes, the report will only include data for site ID **99**.

2. If you wish to abort viewing the selected report, select the **Cancel** button to close the Report Criteria window and exit the report retrieval process.

Tip With a report displayed on the Print Preview window, if you open the Report Criteria window manually by selecting **Criteria** from the **View** menu and then select the **Cancel** button without specifying any new criteria, the Report Criteria window will close but the report will remain displayed.

3. Select the **OK** button. The Report Criteria window will close and the selected report will display.

Tip If you select the **OK** button without specifying any criteria, the selected report will contain all available information.

■ Steps for Filtering Report Data

Use the Filter window to control the data that displays for the selected report. The Filter window is available for any report displayed in the Print Preview window.

1. With the desired report displayed in the Print Preview window, select **Filter** from the **View** menu.

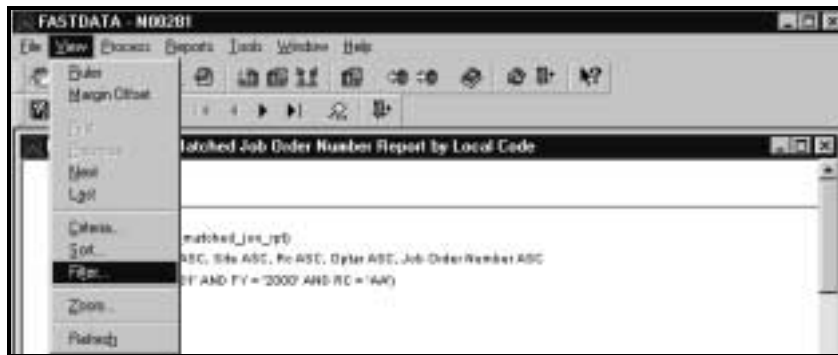


Figure 12.31
Opening the
Filter
Window

The Filter window for the selected report will open.

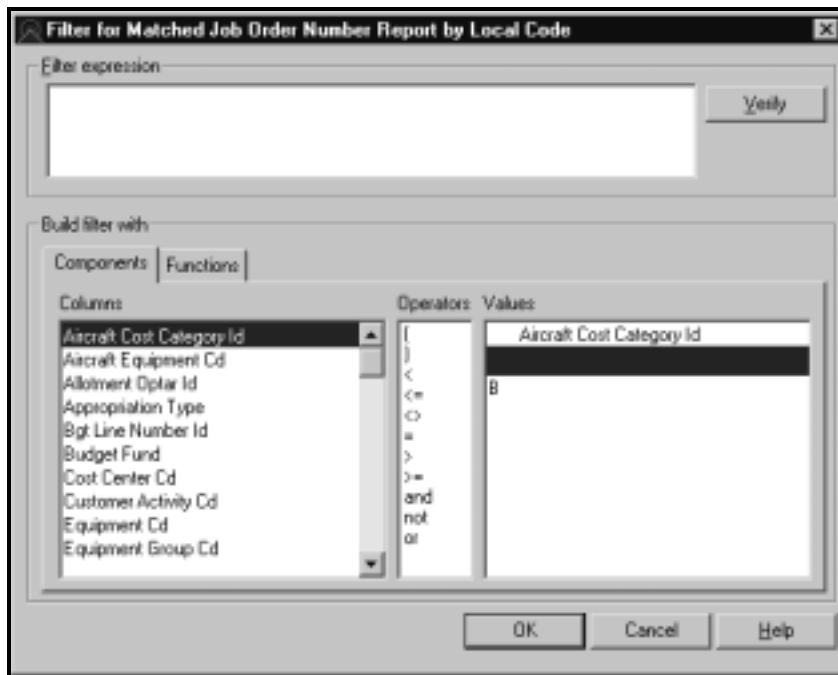


Figure 12.32
Sample
Filter
Window

When you use the Filter window, any data you defined as criteria on the Report Criteria window will not be available on the Filter window. The tabs on the Filter window allow you to pick and choose the data and operators you can use in building an expression for a report filter. The **Functions** tab provides further information on the syntax required for the selected function.

- If you wish to enter the filter expression manually, enter the desired expression in the **Filter expression** text field.

You can specify a range of values, multiple values, or values you wish to exclude in your filter expression by using operators, which are symbols or words that control how FASTDATA handles the filter values. When entering filter expressions, enclose FASTDATA codes and letters in single or double quotation marks. Do not enclose numeric values in quotation marks.

The **(** and **)** mark the beginning and ending of a logical grouping of expressions.

You can filter for multiple values in a field using **or**. For example, you could enter **value 1 or value 2** in your filter expression. When you select **OK** on the Filter window, FASTDATA will filter the report so only values that match each of these values display in the report.

To exclude values from the report, use **not** before the value you wish to exclude. For example, in your filter expression, **not Value 1** will filter the value from the report. When you select **OK** on the Filter window, FASTDATA will exclude the defined value in the displayed report.

To filter using relational operators, such as greater than or less than, use these symbols with the desired value: **>**, **<**, **<>**, **>=**, or **<=** in your filter expression. For example, enter **> value 1** in your filter expression. When you select **OK** on the Filter window, FASTDATA will return the desired values in the displayed report.

Example: On the Matched Job Order Number Report by Local Code, to exclude all JONs with a labor obligated amount greater than \$10,000, enter **labor_obligated_amt < 10000** in the **Filter expression** field.

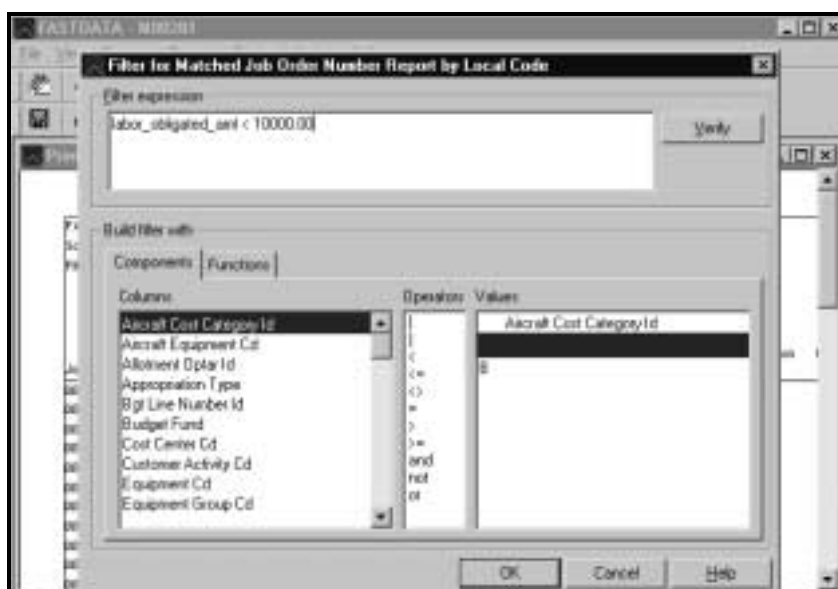


Figure 12.33
Manually
Entering Filter
Expression

- If you wish to enter a filter expression with FASTDATA assistance, select the desired **Columns**, **Operators**, and **Values** from the **Components** tab, then

select the desired functions from the **Functions** tab. The selected items will appear in the **Filter expression** field.

The tabs on the Filter window allow you to pick and choose the data and operators you can use in building an expression for a report filter. The **Components** tab provides lists of column names, operators, and values from which you can build a filter expression. The **Functions** tab lists functions and their syntax.

The **Columns** list box displays the column names available for use in filtering the selected report. Double-click to select the desired column name. The selected column name will appear in the **Filter expression** field. The **Operators** list box lists the available operators. Double-click the desired operator. The selected operator will appear in the **Filter expression** field. The **Values** list box displays the values available in the database for the selected column. The column name will appear at the top of the list; available values follow. Double-click the desired value. The selected value will appear in the **Filter expression** field.

In addition to the column names shown in the Filter window **Columns** list box, there are additional columns available for filtering the Status of Funds reports. These column names do not display in the **Columns** list box so if you wish to use one or more of these column names, you must enter them into the **Filter expression** manually.

Additional Columns Available for the Status of Funds Report by OPTAR ID	Additional Columns Available for the Status of Funds Report by OPTAR Name
annual_planning_figure	annual_planning_figure
current_authorized	current_authorized
obligated_amount	obligated_amount
balance	balance
percent_obligated	percent_obligated

On the **Functions** tab, double-click on the desired function from the list on the left and select the desired syntax from the list on the right. The selected function will appear in the **Filter expression** field.

Example: To include only JON IDs with a value greater than **00281002222** in the Matched Job Order Number Report by Local Code, select **Job Order Number** in the **Components** tab **Columns** list box. Double-click **>** in the **Operators** list box, then select **00281002222** in the **Values** list box. The resulting expression, **fastdata_fa_job_order_jon_id > '00281002222'**, will generate a report that excludes JONs below the 00281002222 job order number.

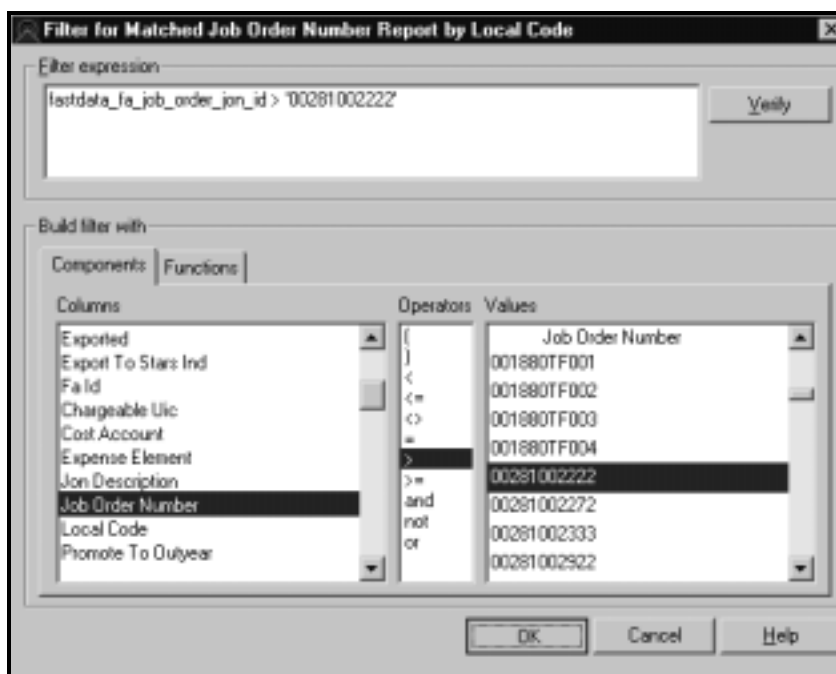


Figure 12.34
Entering a Filter
Expression with
FASTDATA
Assistance

4. Select the **Verify** button if you wish to validate the expression in the **Filter expression** field. FASTDATA will inform you that the expression is either valid or invalid. Select the **OK** button to acknowledge the message.
5. Select the **OK** button to apply the filter to the report. The Filter window will close. The Print Preview window for the selected report displays the filtered data.

FASTDATA is matched on rpt:
 Sort: Local Code ASC, Site ASC, Rc ASC, Optar ASC, Job Order Number ASC
 Filter: (FA='MB03ST' AND FY='2808') AND Job Order Number > '00281002222'

Job Order Number	JON Description	JON Status	Site	RC	OPTAR	Expense Element	Appropriation Type	Charge Unit
00281035858	DESC	1-New (Incomplete)	10	07	10	0.0000	111	
00281044858	WHAF IS RSO UNRSD?	2-New (Complete)	10	07	10	0.0000	111	
00281047080	P.L.C. U/L	1-New (Incomplete)	99	AA	AT	0.0000	800	
00281047770	ATB07 JON 1	3-New (Unacknowledged)	99	AA	AT	0.0000	800	
00281047771	ATB07 JON 2	2-New (Complete)	99	AA	AT	0.0000	800	
00281047772	ATB07 JON 3	2-New (Complete)	99	AA	AT	0.0000	800	
00281047777	DO D	1-New (Incomplete)	99	AA	AT	0.0000	800	
00281047980	ATB09 JON 1	1-New (Incomplete)	99	AA	AT	0.0000	800	
00281047981	ATB09 JON 2	1-New (Incomplete)	99	AA	AT	0.0000	800	
00281047982	ATB09 JON 3	1-New (Incomplete)	99	AA	AT	0.0000	800	
00281047980	ATB09 JON 1	1-New (Incomplete)	99	AA	AT	0.0000	800	
00281047981	ATB09 JON 2	1-New (Incomplete)	99	AA	AT	0.0000	800	
00281047982	ATB09 JON 3	1-New (Incomplete)	99	AA	AT	0.0000	800	

Figure 12.35
FASTDATA
Report with
Filtered Data

■ Steps for Sorting Report Data

The Sort window is available while viewing any report in the Print Preview window. Use the window to sort the data in the displayed report.

1. With the desired report displayed in the Print Preview window, select **Sort** from the **View** menu.

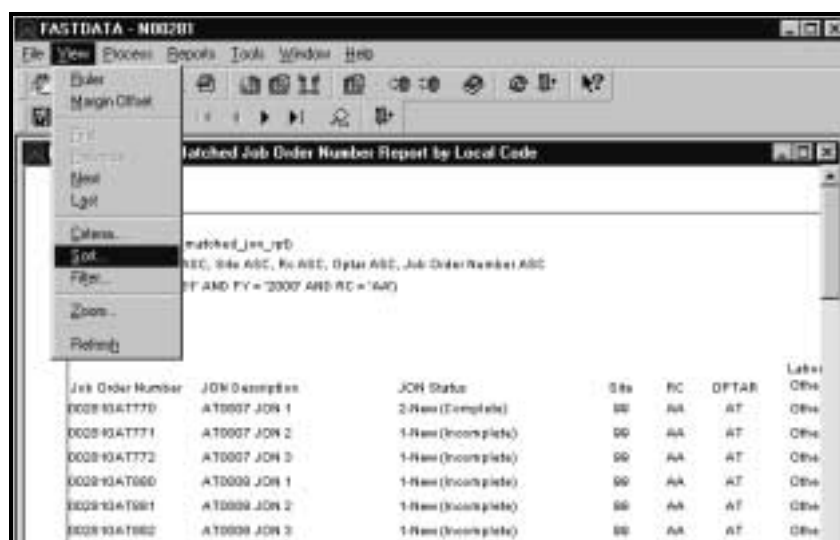


Figure 12.36
Opening the
Sort Window

The Sort window will open. The column names that appear in the **Columns Available for Sorting** list box depend on the FA report you currently have open. Values displayed in the **Sort Columns** list box indicate the default values by which the selected report is currently sorted.

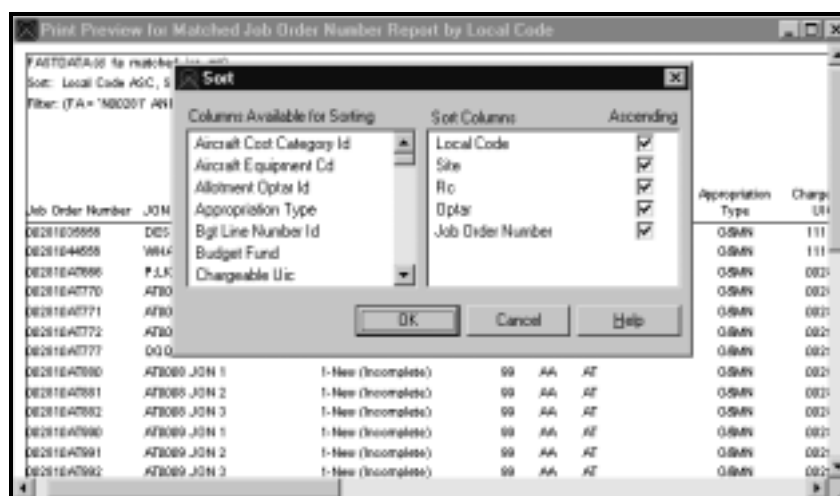


Figure 12.37
Sort Window

2. On the **Columns Available for Sorting** list box, left-click on a column name; holding the mouse button down, drag the name to the **Sort Columns** list box and release the mouse button.

If you wish to change the default values, you can remove **Sort Columns** names by dragging them to the **Columns Available for Sorting** list box.

3. Uncheck the **Ascending** check box if you wish to sort column values in descending order.

If the **Ascending** check box is checked, column values display in ascending order; if unchecked, column values display in descending order.

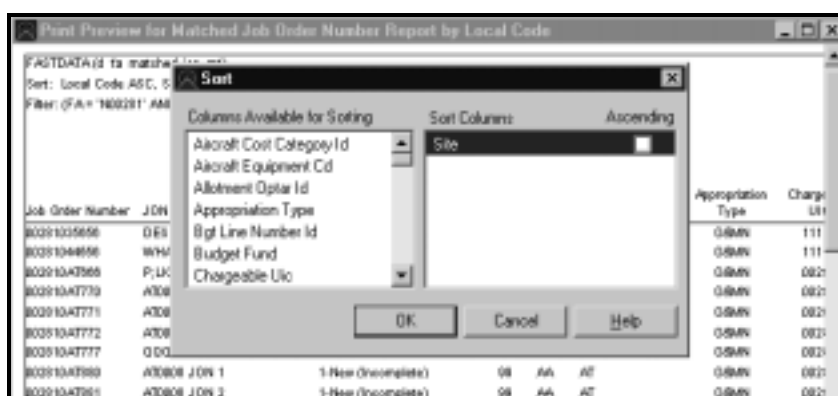


Figure 12.38
Sorting Report
Data

4. Select the **OK** button to close the Sort window.

For the sort example shown in the previous figure, FASTDATA will display the report with the Site column data listed in descending order.

Job Order Number	JON Description	JON Status	Site	FC	OPTAR	Expense Element	Appropriation Type	Charge Uic
3009105U011	330818 FENCE	1-New (Incomplete)	SU	AA	S1		05MN	BOO
3009105U014	330838 CEILING	1-New (Incomplete)	SU	AA	S1		05MN	BOO
3009105U012	330828	1-New (Incomplete)	SU	AA	S1		05MN	BOO
3009105U013	330828	1-New (Incomplete)	SU	AA	S1		05MN	BOO
3009105U020	330838 CEILING	1-New (Incomplete)	SU	AA	S1		05MN	BOO
3009105U010	330818 FENCE	1-New (Incomplete)	SU	AA	S1		05MN	BOO
3009105U015	330838 CEILING	1-New (Incomplete)	SU	AA	S1		05MN	BOO
300910PMD10	PM0828	1-New (Incomplete)	PW	AA	PM		05MN	BOO
300910PMD00	PM0828 C.K.FUNDS H	1-New (Incomplete)	PW	AA	P2		05MN	BOO
300910PMD01	PM0810 FENCE	1-New (Incomplete)	PW	AA	P1		05MN	BOO
300910E2203	DESC	2-New (Complete)	PW	CC	D1		Allocation	05MN
300910PMD15	PM0828 C.K.FUNDS H	1-New (Incomplete)	PW	AA	P2		05MN	BOO
300910PMD09	PM0818	1-New (Incomplete)	PW	AA	PM		05MN	BOO

Figure 12.39
Sorted Data
Display